



Battlefield Advisory Park Board
5434 S. Tower Dr
Battlefield, MO 65619
417-883-8189

Community Room Rental

This agreement, for the below date and time, made and entered into this _____ day
of _____, 200__ between the Battlefield Advisory Park Board and
_____.

Rental Date: _____ Rental Time: _____

Contracting Organization/Person(s):

By: _____ Activity: _____

Address: _____ # of People _____

City, State, Zip: _____ Phone: _____

Pin # _____*

(a 5 digit number you will remember, cannot start with 0)

As a renter or responsible representative for the above listed organization, I hereby agree to all of the fees, rules, and regulations that have been presented to me.

Signature: _____

BELOW FOR OFFICE USE ONLY:

Rental Accepted By: _____ Date: _____

Rental Fee: _____ Payment: check cash

Deposit: _____ Check #: _____

Community Room Rental Fees and Regulations

A rental contract, complete fees and the deposit must be submitted in order to reserve any rental.

RENTAL FEES: (per hour unless noted)

Community room (3 hour rental).....	\$50.00
All Day Rental (8 hour max).....	\$100.00
Each additional hour.....	\$20.00
Projector Rental	\$25.00
Cleaning Deposit.....	\$25.00
Replacement of lost or damaged projector remote.....	\$80.00

ALL INSUFFICIENT CHECKS ARE CHARGED A FEE OF \$25.00.

RENTAL RULES.

1. Set up, take down and clean up **MUST** be completed **within your rental time** or an additional fee will be charged.
2. Children must be supervised at all times. No children are allowed in the kitchen area. Children are not allowed to play in the hallway.
3. No **alcoholic beverages or smoking** are allowed anywhere in the building. Smokers must go outside to assigned areas.
4. No paper products, cookware, or plastic ware are included in your rental. The contents in kitchen cabinets may not be used.
5. The **selling of concessions is prohibited** inside the building or outside on any parks property.
6. Please be finished with your activity by the assigned time. If your group goes **past the agreed time**, the full additional **hour rental charge** will be levied for each hour.

CLEAN-UP

1. Clean up of the facility is the responsibility of the rental party. A **deposit \$25.00** will be secured as a refundable cleaning deposit. If the facility has not been cleaned, the entire deposit will be retained by the City to cover cleaning expenses.
2. You must **sweep and dust mop** all floors of the rental area and spot wet mop as needed. **Empty all trash** into containers provided.
3. **Clean tables and chairs. Kitchen area must also be cleaned.** Cleaning supplies are available to use for clean up.
4. Clean up must be completed **during your rental time**.

Battlefield Advisory Park Board Community Room Rental Agreement

1. In consideration of the listed rental fee, the renting organization/person(s) is granted use of the Battlefield City Hall Community Room located at 5434 S. Tower Drive.
2. Any and all rental payments required by this RENTAL AGREEMENT shall be made payable to *CITY OF BATTLEFIELD* and mailed or delivered to the staff at the City Hall, 5434 S. Tower Drive, Battlefield, MO 65619).
3. The renting organization/person(s) agrees that, should the need arise, a cancellation notice of at least fourteen (14) days prior to the time of the rental is required in order to be eligible for a refund of rental fees, less a \$10.00 refund processing fee.
4. No refund will be given for weather cancellations.
5. The renting organization/person(s) agrees to be responsible for and reimburse to the Battlefield Advisory Park Board costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization/person(s), except for normal wear and tear as deemed appropriate by the Battlefield Advisory Park Board.
6. The Battlefield Advisory Park Board shall have the right to terminate this agreement upon receiving information that the renting organization/person(s) is using the premises or is engaged in an activity on said premises which is in violation of Federal or State laws, City ordinances or rules and regulations of the City of Battlefield and Battlefield Advisory Park Board.
7. The renting organization/person(s) **MUST NOT** discriminate on the basis of race, creed, color, national origin, religion, or sex. The Battlefield Advisory Park Board reserves the right to terminate this RENTAL AGREEMENT upon information the renting organization/person(s) is engaging in or intends to engage in illegal discrimination.
8. The renting organization/person(s) agrees to indemnify, defend, and hold harmless the Battlefield Advisory Park Board from claims and damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this RENTAL AGREEMENT whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization/person(s). This paragraph shall not apply to any school agency, state university, or political subdivision of the state.
9. The Battlefield Advisory Park Board does not assume by the rental of said premises responsibilities for the supervision of the activities to be held by the renting organization/person(s) on the premises. Further, the renting organization/person(s) agrees that it has inspected the premises and finds that said premises are suitable for the purpose for which the renting organization/person(s) proposes.
9. Battlefield Advisory Park Board has the right to cancel this agreement at any time if its staff determines any part of this agreement has been breached by the renting organization/person(s). The renting organization/person(s) may be given an opportunity to correct the breach of this agreement and be allowed use of the area listed in this rental agreement.